**Fermilab**

# MILEAGE REIMBURSEMENT REPORT

Name: _____    Month Ending: _____

Payroll No: _____    Project # _____ Task # _____

Mail Station No: _____    Expenditure Org: _____

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**Use of Private Automobile to travel on Fermilab site**

A)   Flat Charge One -Way Trips - Tally                    Total One Way Trips

WH/Village            Dates: _____    # _____   X    $1.215   =   _____

B)   Other Trips On-Site

| Destination | Date | Purpose | Mileage | | | |
|---|---|---|---|---|---|---|
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |

TOTAL COST ON-SITE MILEAGE          $ _____

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**Use of Private Automobile to travel off-site**

| Destination | Date | Purpose/Company | Mileage | | | |
|---|---|---|---|---|---|---|
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |
| _____ | _____ | _____ | _____ | X | $0.485 | = _____ |